Dear John Doe,

Welcome to Acme Corporation! We're excited to have you join us as a Software Engineer.

Your start date is July 20, 2025.

Here are your initial tasks:

- Task 1 (Status: Complete)

- Task 2 (Status: In Progress)

- Task 3 (Status: Pending)

We look forward to working with you!

Best regards,

The Acme Corporation Team